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M I N U T E S

TRAINING OFFICERS MEETING

Thursday
9 Sep 54

Document No. 233

NO CHANGE in Class. ☐

☐ DECLASSIFIED

Class. CHANGED TO: TS S (C)

DDA Memo, 4 Apr 77

Auth: DDA REG. 77/1763

Date: 6 Feb 78 By: OR

Attendance:

Mr. Baird, D/TR

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Mr. Baird requested that old business from the previous meeting be included in the agenda.

1. Management Courses:

_____ raised a question as to who should go into the courses and asked for a brief run-down on the Management Courses.

_____ explained that Basic Management, formerly Management Course A, is designed for the middle management or branch chief level, GS-11 through GS-15, aiming particularly at the GS-13 supervisor. It provides an opportunity for 40 hours of reading, discussion, and case study based on 50 years of accumulated experience in the management field, aimed at improving CIA management practices. It takes up in more detail the same subjects as the Human Resources Course, Basic Supervision, formerly Management Course B, is designed for first-line supervisors, who range from GS-5 through GS-12; emphasis is less on aspects such as planning and coordination and more on direction and control problems.

Mr. Baird requested _____ to add the Management Courses to the registrar's weekly report.

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7. CS Training Quotas:

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██████████ reported that^{AT} a meeting of Division heads on Thursday, 2 September 1954, ██████████ announced that the 5% quota of personnel to be enrolled at all times in training would be broken down into two categories: Headquarters quota and field quota. ██████████ does not expect the field quota to be filled for the first quarter. Messrs. ██████████ presented the reasons advanced by Division personnel for impossibility of filling the quota: (a) small percentage of personnel returning and available for training; (b) ██████████ (c) only 70% of field personnel are professional (others are clerical) and their release for training would cripple operations. ██████████ stated that it should be understood that OTR did not originate the quota idea, that it came from General Cabell and that the 5% figure had been established by Mr. Wisner, after commitments by all chiefs of area divisions.

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8. Enrollments in OTR Courses:

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Mr. Baird stressed the fact that enrollments in scheduled courses are still too low; for example, there are no enrollments for the CFA #6. ██████████ said that RO #7 scheduled for 20 September would be cancelled; there are only three enrollments, and the RO staff has been detailed to assist RQM to prepare a paper for the IAC. The RO course can be offered after 15 October if there are sufficient enrollments.

9. Training Officers Meeting, 17 September 1954:

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██████████ will notify ██████████ that his attendance is desired at the meeting for discussion of pre-testing matters.

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JJR

CORRECTION OF MINUTES - TRAINING OFFICERS MEETING 2 September 1954.

Paragraph "1. Language Training:" Corrected to read as follows:

"a. The divisions consider language an additional qualification for a case officer, and not a prime requisite; they feel they cannot spare a man for one year or more of language study unless they have first assured themselves of his ability as a case officer. It was decided that [REDACTED] should consult with [REDACTED] on the OTR staff study on this subject."

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[REDACTED] stated that in SR Division, external language training acts neither as a guarantee of promotion nor as a deterrent to it. She also said that no student reports had been received for students enrolled in external language courses [REDACTED]. [REDACTED] was advised to consult with [REDACTED] regarding reports.

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Paragraph "5. New Quota Training System:" Corrected to read as follows:

"Mr. Baird read excerpts from minutes of a meeting with General Cabell, Mr. Wisner and [REDACTED] The minutes point out that the quota system of having 5% of total clandestine staff personnel"

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